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DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER
Executive Director

Division of Water Rights

JERRY D. OLDS
State Engineer/Division Director

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November 24, 2008

Subject: Revised Format and Table of Contents for Annual Distribution System Reports
Final Billing on Pink Slips

Dear Larry, Dave and Garth:

Congratulations on reaching the end of another successful water year. Next comes the preparation of the annual report and anticipating the annual system meeting in January or February. This is the time of the year when you should be entering your water data to the division website for the annual report of water use. If you need help entering data or printing the pages, please contact me. I can assist in getting you on line, to printing the diversion & summary pages.

This year we are trying to standardize the commissioner's report to flow better with the meeting. We encourage you to follow this new report format that includes additional details and discussion in sections that may not have previously included. This may require additional work on your part but will provide a better, more standardized report to the State Engineer and the Water Users.

I have included the following to assist in the report preparation:

1. New Report format and explanation.
2. Meeting minutes from the last annual meeting
 - a. (if we have them) if not you need to get these from the Committee Secretary
3. Roster or sign in sheet from last years meeting
4. Distribution Engineer's notes on the system for the annual report.
5. System Schematic
6. Map

As with every year, the Financial reports (signed) are mailed in early January, and should be included in the master report before you make the multiple copies to hand out at the meeting.

You should submit your final pink slip billing to our office not later than December 14th. Our accounting department needs to have these vouchers entered so the books can be balanced for accounting and process end of year payments. Submittals received after that time are too late to be entered into the division accounting and will not be reimbursed. You can also fax forms to the number below, be sure to send hard copies by mail.

If you have any questions, or if I can be of further assistance, do not hesitate to contact me at (801) 538-7430 or by Email at MikeSilva@Utah.Gov

Sincerely,

Mike Silva
Distribution Engineer

